



## City of Austin - JOB DESCRIPTION



### Austin Resource Recovery Director

<b>FLSA:</b>	Executives/1	<b>EEO Category:</b>	(10) Official/Adm
<b>Class Code:</b>	12895	<b>Salary Grade:</b>	E00
<b>Approved:</b>	October 24, 1997	<b>Last Revised:</b>	January 23, 2012

#### Purpose:

Under the direction of the Assistant City Manager, responsible for planning, directing, coordinating and maintaining economical and efficient solid waste services for the City of Austin.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Develops and implements short and long range strategies, objectives, policies, and priorities, determines appropriate service and staffing levels; allocates resources accordingly.
2. Plans, manages and develops the department budget; estimates funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; and directs the preparation and implementation of budgetary adjustments as necessary.
3. Acts as official departmental representative to other city departments, City Manager's Office, elected officials, and outside agencies; explains, justifies, and defends department programs, policies, and activities; and negotiates and resolves sensitive, significant, and controversial issues. Briefs and advises City management and the Mayor and Council regarding solid waste services programs in person and through written reports.
4. Responds to and resolves sensitive inquiries and complaints from both internal and external sources.
5. Coordinates activities with other city departments and outside agencies; provides highly responsible and complex administrative support to the City Manager's Office.
6. Develops and negotiates contracts between the City, private developers and other governmental entities.

#### Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of fiscal planning and budget preparation.

Knowledge of supervisory and managerial techniques and principles.

Skill in oral and written communications.

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software applications.

Skill in data analysis and problem solving.

Skill in evaluating bids and making recommendations.

Skill in preparing and analyzing budgets, reports, and studies.

Ability in maintain effective communication and working relationships with city employees and the public.

#### Minimum Qualifications:

Graduation from an accredited four year college or university with major coursework in Business Administration, Public Administration, Engineering, Environmental Science or in a field related to the job, plus seven (7) years of management experience in Solid Waste Management.

Experience may substitute for education up to a maximum of four (4) years.

#### Licenses and Certifications Required:

Valid Texas Class C Drivers License.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.